

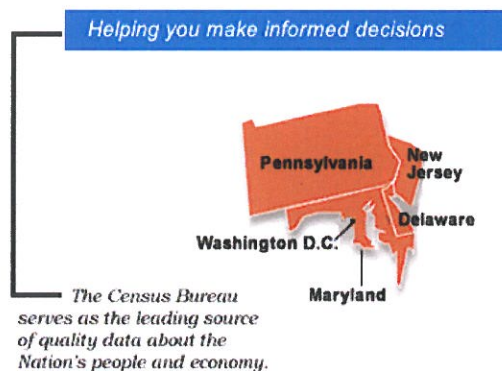
U.S. Census Bureau

The Census Bureau is recruiting for the following positions:

Office Clerk
Administrative Assistant
Recruiting Assistant
Crew Leader
Assistant Crew Leader
Enumerator

Call our TOLL FREE number to be scheduled for a basic skills test:

1-866-861-2010



Visit our website for more information:

www.census.gov/rophi/www/employ.html

The U.S. Census Bureau is an EEO Employer

United States
**Census
2010**

**Philadelphia Regional Census Center
Census 2010 Early Local Census Office Positions**

Call our TOLL FREE number to be scheduled for a basic skills test in your area:
1-866-861-2010

Visit our Website at: www.census.gov/rophi/www/empty.html

The Census Bureau will begin recruiting for the following positions in the Fall 2008:

CLERK

Clerks perform a combination of clerical functions associated with office processing, field operations, recruiting, testing, personnel/payroll and various administrative operations designed to support office function. Clerical tasks require collection, control, reviews, processing, and reporting of personnel /payroll data and the administrative tasks supporting these functions. Clerks maintain accurate personnel files and records, position description files, manuals and instruction books. Clerical staff assists the preparation and processing of special time and cost reports, processing of accident forms, travel vouchers, and time and attendance records and preparing unemployment claim forms for separated employees. Clerks perform incidental typing of transmittals, letters, office records, and forms. Clerks assist in scheduling and administering the testing of job applicants for various positions. Clerks schedule test sessions and assist in monitoring sessions, scoring the tests, maintaining testing files, and reviewing application forms. Organizes and maintains office files and supplies.

ADMINISTRATIVE ASSISTANT

Administrative Assistants receive/review incoming correspondence material and inform supervisor of matters of particular interest or concern. Administrative Assistants personally answer inquiries of a non-technical nature, drafts replies and attaches pertinent background material to correspondence of a more complex nature. Administrative Assistants assure procedural and grammatical accuracy documents requiring action by a specific date and follows up to insure that such deadlines are met. Administrative Assistants follow up on commitments and due dates established by supervisor. Administrative Assistants make necessary arrangements for meetings, scheduling place of meeting, and notifying personnel to attend. As instructed, attends meetings and prepares summary notes. Administrative Assistants create and maintain files for use of supervisor and other staff members. Assembles and summarizes information from files and documents in the office for use by the supervisor. Administrative Assistants inform supervisor on such matters as past practices with respect to reports, actions taken, sources of information available to answer specific questions or solve problems, and past work assignments. Maintain a running log of pertinent office events during supervisor's absence. During supervisor's absence, Administrative Assistants perform delegated duties such as insuring the assembly of specified reports by deadline date. Assist LCOM and other managers with the preparation of their Time and Attendance Record. Make necessary travel arrangements for supervisor. Prepares travel vouchers, computing per diem and mileage reimbursements. Forward all necessary documentation to the RCC. Administrative Assistants type wide variety of materials for supervisor. Prepare reports and tabulations in final form.

OFFICE OPERATIONS SUPERVISOR (OOS)

Office Operations Supervisors assist in the supervision of the day-to-day activities of the Office Clerks performing one or more of the following operations: pre-canvass correction, postal corrections, sorting, batching for transcription, questionnaire check-in, coverage edit, telephone follow-up, re-interview, questionnaire assistance, and coding. Office Operations Supervisors monitor payroll, personnel, inventory, recruiting, or supply management for LCO employees. Office Operations Supervisors oversee routine clerical tasks required in the collection, control, review, and reporting of personnel and payroll data. They maintain the flow and quality of completed work by monitoring work status and making adjustments to expedite production. Office Operation Supervisors report daily performance and progress of subordinates to supervisor. Office Operation Supervisors conduct recruitment affairs such as contacting communities, churches, organizations, state, and/or local employment offices, to publicize Census job opportunities; work with the assistant manager for the selection of qualified person(s) for each office clerk position, assigned to specific office operations. Office Operations Supervisors are responsible for applying Equal Employment Opportunity (EEO) principles in the LCO throughout hiring practices, training, employee development, and utilization of employee skills.

**Philadelphia Regional Census Center
Census 2010 Early Local Census Field Positions**

Call our TOLL FREE number to be scheduled for a basic skills test in your area:
1-866-861-2010

Visit our Website at: www.census.gov/rophi/www/empty.html

The Census Bureau will begin recruiting for the following positions in the Fall 2008:

ENUMERATOR (Census Lister/Taker)

Enumerators receive assignments locating and listing households and conducting interviews with respondents. They explain the purpose of the Census, asking questions as worded on census forms, and record data on these forms or on a hand-held computer (HHC). Enumerators canvass an assignment area searching for every place a person lives or could live. Enumerators may be assigned to follow up on coverage problems to determine if designated households, persons, or geographic areas were counted in the Census and counted correctly. Enumerators meet with supervisors at specified times for reviewing and submitting work, receiving procedures, and clarification of instructions. They maintain records of hours worked, units produced, miles driven, quality control results, and expenses incurred in the performance of duties. Enumerators are responsible for accurate, expeditious completion of assignments. Enumerators may be required to participate in recruiting and testing activities.

CREW LEADER ASSISTANT (CLA)

Crew leader assistants conduct replacement training sessions for Enumerators. Using verbatim training guides they instruct enumerators in procedures of enumeration, acquaint enumerators with forms used in collecting data, reports required, etc., by means of classroom instructions, practice interviews, and on-the-job training in accordance with planned training programs. Crew leader assistants receive assignments which involve locating and listing households, conducting interviews with respondents, explaining the purpose of the Census, asking questions as worded on census forms, as well as recording data on these forms. Crew Leader assistants canvass an assignment area looking for every place a person lives or could live. They are assigned to follow up on coverage problems to determine if designated households, persons, or geographic areas were counted in the Census and counted correctly. Crew leader assistants participate in administering employability test to job applicants for various positions in the LCO area. They meet with 3-8 Enumerators to assure that they are accurately making entries on assignment materials. Crew leader assistants assign work to Enumerators and transmit complete and acceptable materials to supervisors on a flow basis.

CREW LEADER (CL)

Crew Leaders notify selected Crew Leader Assistants or Enumerators when and where to report for group training. Crew leaders administer the Oath of Office, appoint Crew Leader Assistants, Enumerators and assign identification cards. They conduct group training sessions for Enumerators, using verbatim training guides, and instruct enumerators in procedures of enumeration, acquaint them with forms or hand-held computers (HHC) used in collecting data, reports required, etc. Crew Leaders conduct classroom instruction, practice interviews, and on-the-job training in accordance with planned training programs. Crew Leaders meet regularly with (or contact) approximately 3-10 Enumerators to assure they work and make satisfactory progress; review and certify daily payroll and progress reports and ensures that work is completed within established time schedules. Crew leaders review progress reports with the supervisors', detailing progress and performance made in assigned area(s) and reporting on personal activities. They are responsible for the timely review and submission certification of Enumerators' payroll forms. Crew leaders participate in recruiting and testing activities, such as distribution of flyers or scheduling and administering employability test of job applicants for positions within the assigned boundaries of the temporary office.

RECRUITING ASSISTANT (RA)

Recruiting assistants perform recruiting activities to ensure there is a sufficient pool of qualified applicants for temporary employment. Applicants are tested for temporary census jobs within their designated area. Recruiting assistants distribute recruiting packets to state, local and tribal governments, local businesses, local public and State employment agencies, media outlets, community centers, religious groups and other appropriate sources to recruit for a variety of positions. Recruiting assistants distribute flyers at job fairs and perform other similar recruiting activities to recruit local residents. Recruiting Assistants conduct the testing sessions, scores tests, reviews application forms, and performs other tasks required in testing applicants. The Recruiting Assistant locates space for testing applicants, assuring that it meets specific criteria. Recruiting Assistants set up testing room in an appropriate manner to allow for a testing and reception area.

FIELD OPERATIONS SUPERVISOR (FOS)

Field Operation Supervisors oversee the activities of all field personnel. Field Operation Supervisors complete appointment processes for Crew Leaders, Crew Leader Assistants, Enumerators, and administer the Oath of Office. Field Operations Supervisors make trainees employees of the Census Bureau. They conduct individual and group training sessions for Crew Leaders using verbatim training guides in field operation procedures, supervision, and administrative responsibilities. Field Operation Supervisors make recommendations for selection, hiring and dismissals of Crew Leaders, Crew Leader Assistants, and Enumerators. Field Operations Supervisors make requests for the replacement of Crew Leaders, Crew Leader Assistants, and Enumerators; make assessments of trainees during sessions and make noncompetitive, temporary promotions; assist in determining Crew Leader districts, complete administrative forms, and handle supplies and training materials to Crew Leader, Crew Leader Assistants, and Enumerator training sites. They review/certify payroll forms and monitor progress and performance of operations in his/her district; provide suggestions to Crew Leaders for improving production and performance to assure that field deadlines and quality standards are met. Field Operation Supervisors make recommendations for overtime for Crew Leaders, Crew Leader Assistants, and Enumerators within their supervision. They supervise Crew Leaders during listing and enumeration operations and apply EEO principles in hiring practices, training, employee development, and utilization of employee skills. Field Operations Supervisors periodically review the status of EEO and take steps to improve the program.